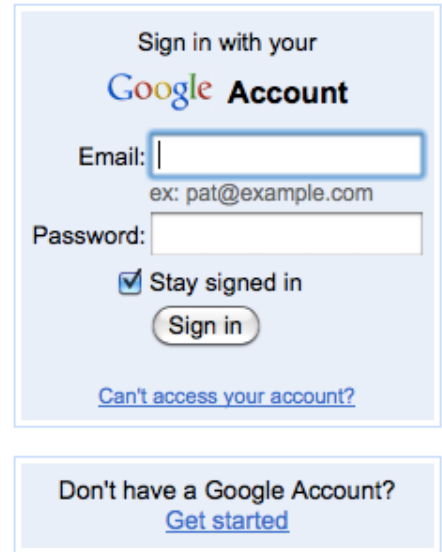


## Google Site

1. Sign onto and bookmark this address on the your computer. [www.docs.google.com](http://www.docs.google.com)

2. Enter your district username and password. These will be given to you by the Tech contact at your building.

If using this with students, the first time the student sign in there will be a page to enter a captcha (scrambled letters) and accept the Terms of Service. This can be hard for students, it would help if this could be done ahead of time.



Sign in with your  
**Google Account**

Email:   
ex: pat@example.com

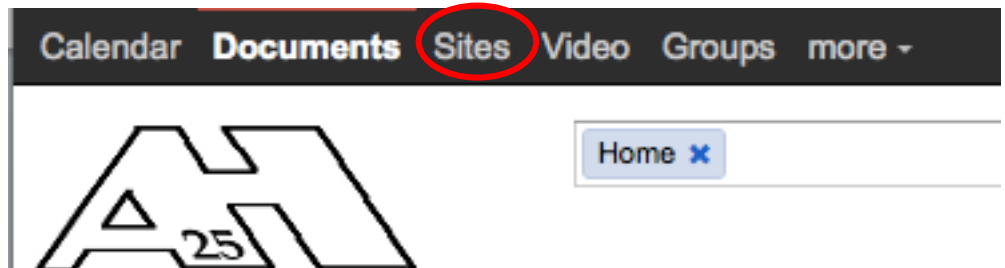
Password:

☒ Stay signed in

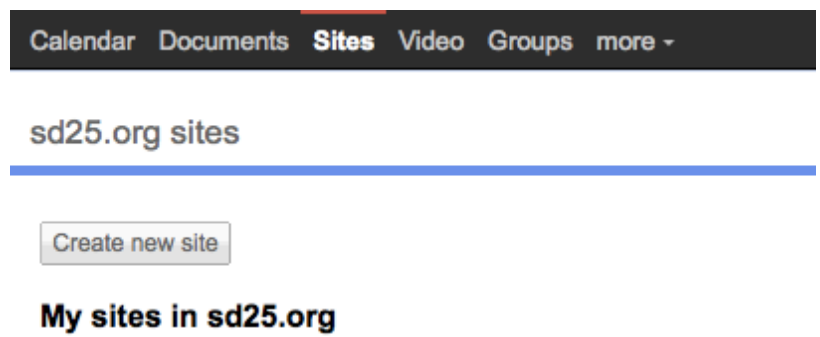
[Can't access your account?](#)

Don't have a Google Account?  
[Get started](#)

3. Click on Sites.



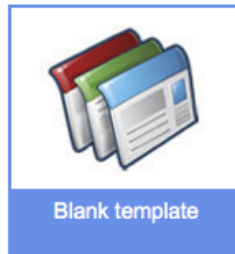
4. Choose Create new site.



5. Name your site, the URL will automatically fill in, and choose the theme. The items under More Options can be added later in Manage Site.

Create new site in sd25.org

Choose a **template** to use



[Browse the gallery for more](#)

Name your Site:

Your site will be located at this URL:

<https://sites.google.com/a/sd25.org/>

Site URLs can only use the following characters: -,A-Z,a-z,0-9

[+](#) **Choose a theme** (currently: using **template default**)

[+](#) **More Options**

**Create site**

**Cancel**

 **Create page**

 **Edit page**

**More actions** ▼

6. Create a page by clicking on the Create page button. If you already have a page created, click Edit page.


7. You can change the layout of your page under Layout. Add an image by going to Insert to Image, browse your computer for the image or put in a URL link to an image. Video can be added from Google Video, YouTube, or Google Docs Video.

8. Under More actions you can see the Revision History, save the page as a template, manage the site and more.

9. To publish your site go to Manage account under More actions. Click on Share this site under Site settings. Click on Change to see your sharing options.

**Sharing settings**


**Who has access**

 Private - Only the people listed below can access [Change...](#)


**Sharing settings**

**Visibility options:**


☐

 **Public on the web**  
Anyone on the Internet can find and access. No sign-in required.


☐

 **Anyone with the link**  
Anyone who has the link can access. No sign-in required.


☐

 **Arlington Heights School District 25**  
People at Arlington Heights School District 25 can find and access.

☐

 **People at Arlington Heights School District 25 with the link**  
People at Arlington Heights School District 25 who have the link can access.

☒

 **Private**  
Only people explicitly granted permission can access. Sign-in required.

Save

Cancel